



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

Done
PAM

REPLY TO
ATTENTION OF:

22 SEP 1997

CEMP-RJ

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY98 Installation Restoration Program (IRP) Funding Distribution Procedures and PEAR Code Definition

1. References:

a. CEMP-RJ memorandum dated 5 Nov 1996, subject: Revisions to the FY97 Installation Restoration Program Funding Distribution Procedures.

b. CEMP-RJ memorandum dated 10 Sep 1996, subject: FY97 Installation Restoration Program Funding Distribution Procedures.

2. The purpose of this memorandum is to provide guidance for requesting and tracking Environmental Restoration, Army (ER, A) funds for FY98 IRP projects. We are also adding the ability to monitor funds sent by Military Interdepartmental Purchase Request (MIPR) by revising the Project Execution and Accounting Report (PEAR) code definition.

3. Recently, the Army Materiel Command decided to give their Major Subordinate Commands (MSCs) the option to continue using the Corps electronic funds transfer system or distribute project funds by MIPR to the districts. The Industrial Operations Command (IOC), the MSC with the largest workload, decided to distribute funds by MIPR. However, IOC indicated that there would be no change to the funding request procedures used in FY97. The IOC is preparing a protocol for funds management, and as soon as it is received, we will provide it to you. The Training and Doctrine Command, Redstone Arsenal, and Dugway Proving Ground will continue to use the Work Authorization Directive (WAD)/Funding Authorization Document (FAD) process. At this time, all other project funds will be distributed by MIPR. You must follow the guidance of your customers to receive funds by MIPR.

4. Guidance provided in references 1a and b remains valid for funding by WAD/FAD. The HTRW Center of Expertise will continue to support the program by preparing and tracking the WADs. Under current guidance, all funds sent by MIPR are identified with only one PEAR code, i.e., 2AZZZZZZZZZ. That PEAR code will no longer be used. The PEAR code definition contained in reference 1a is revised at enclosure 1 to incorporate MIPR funding provided directly from Army and Air Force Major Commands, installations, DOD agencies and/or other Corps districts. It is the responsibility of the district receiving the MIPR to place the correct PEAR code on the MIPR. The guidance in this memorandum is effective 1 October 1997, and will pertain to all FY98 MIPRs and subsequent IRP funds received by Corps districts.

CEMP-RI


SUBJECT: FY98 Installation Restoration Program (IRP) Funding Distribution Procedures and
PEAR Code Definition

5. In a related action, the Office of the Directorate of Environmental Programs decided not to decentralize Management and Support (M&S) funding for FY98. The total M&S funding in FY98 will be at the same level as received in FY97. Also, HQUSACE will no longer be issuing "transition" funding. These funds are used for reviewing documents, attending meetings, and making site visits for projects to be transferred from AEC or another district. A district must request these funds from the installation project funds.

6. Please contact Mr. Bob Ross at (202) 761-0415, or Mr. George Levar at (202) 761-4878 if you have any questions concerning these revisions.

FOR THE COMMANDER:

Encl


KISUK CHEUNG, P.E.
Acting Chief, Environmental Division
Directorate of Military Programs

DISTRIBUTION:

COMMANDER,

ENGINEERING AND SUPPORT CENTER, HUNTSVILLE, ATTN: CEHNC-PM (Richards)
NORTHWESTERN DIVISION, MISSOURI RIVER REGION, ATTN: CENWD-MP (Matula)
NORTHWESTERN DIVISION, NORTH PACIFIC REGION, ATTN: CENWD-PM-MP
(Anderson)

NORTH ATLANTIC DIVISION, ATTN: CENAD-PP-PM (Theodoratus)
GREAT LAKES AND OHIO RIVER DIVISION, ATTN: CELRD-DL-MS (Bertsch)
PACIFIC OCEAN DIVISION, ATTN: CEPOD-PP-M (Cornell)
SOUTH ATLANTIC DIVISION, ATTN: CESAD-PM-H (Billings)
SOUTH PACIFIC DIVISION, ATTN: CESPD-PM-M (Mei)
SOUTHWESTERN DIVISION, ATTN: CESWD-PP-M (Weber)

CF(W/ENCL):

COMMANDER

OMAHA DISTRICT, ATTN: CENWO-MD-H (Plack), CENWO-HX (Davies)
KANSAS CITY DISTRICT, ATTN: CENWK-EP-TP (Anderson)
BALTIMORE DISTRICT, ATTN: CENAB-PP-E (Pollis)
NEW YORK DISTRICT, ATTN: CENAN-PP-E (Callisi)

CEMP-RI

SUBJECT: FY98 Installation Restoration Program (IRP) Funding Distribution Procedures and
PEAR Code Definition

CF(W/ENCL): (CONT)

COMMANDER,

NORFOLK DISTRICT, ATTN: CENAO-PM-P (Nadal)

ALASKA DISTRICT, ATTN: CEPOA-PM-R (Davis)

NEW ENGLAND DISTRICT, ATTN: CENAE-PD-M (Holtham)

SEATTLE DISTRICT, ATTN: CENWS-PM (Miller)

LOUISVILLE DISTRICT, ATTN: CELRL-DL-B (Chisholm)

NASHVILLE DISTRICT, ATTN: CELRN-ER-M (Hejazi)

HONOLULU DISTRICT, ATTN: CEPOH-ED-EM (Nakamura)

JACKSONVILLE DISTRICT, ATTN: CESAJ-DP-I (Bridgers)

MOBILE DISTRICT, ATTN: CESAM-PM-TA (Nester)

SAVANNAH DISTRICT, ATTN: CESAS-PM-H (de la Sierra)

SACRAMENTO DISTRICT, ATTN: CESP-K-PM-M (Jones)

LOS ANGELES DISTRICT, ATTN: CESPL-PM-M (Barnhill)

FORT WOTH DISTRICT, ATTN: CESWF-PM-J (Alverson)

TULSA DISTRICT, ATTN: CESWT-PP-E (Ragland)

PROJECT EXECUTION AND ACCOUNTING REPORT (PEAR CODE)

1. The PEAR Code is a twelve position alpha-numeric code that is used for distributing and tracking funds.
2. The following definitions will be used to establish the PEAR Code. The first seven positions correspond to the Project Code and the last five positions correspond to the Location Code in CEFMS.
 - a. Position 1: Customer Identification Code - Army, Air Force, DLA, or other Corps Districts - Example "O" for AMC - Industrial Operations Command (See Customer Identification Code).
 - b. Position 2: "A" - Active Sites, WAD/FAD Funding. "M" - Active Sites, MIPR Funding.
 - c. Position 3: District performing work. This district assigns the PEAR code for MIPR Funding. The HTRW-CX will continue placing the PEAR code on all WADs issued.

<u>ALPHA</u>	<u>O. S.</u>	<u>DISTRICT/DIVISION</u>
H	HNC	Engineer Support Center, Huntsville
R	LRL	Louisville District
V	LRN	Nashville District
B	NAB	Baltimore District
E	NAE	New England Division
Y	NAN	New York District
N	NAO	Norfolk District
K	NWK	Kansas City District
O	NWO	Omaha District
D	NWS	Seattle District
A	POA	Alaska District
P	POD	Pacific Ocean Division
M	SAM	Mobile District
S	SAS	Savannah District
Q	SPA	Albuquerque District
C	SPK	Sacramento District
L	SPL	Los Angeles District
F	SWF	Ft. Worth District
W	SWL	Little Rock District
T	SWT	Tulsa District

d. Position 4: Phase from the following list. Use the "alpha" code for the PEAR code.

<u>AMSCO</u>	<u>ALPHA</u>	<u>PHASE</u>
493008.11	N	Preliminary Assessment/Site Inspection (PA/SI)
493008.12	R	Remedial Investigation/Feasibility Study (RI/FS)
493008.13	I	Interim Removal Actions (IRA)
493008.14	A	Remedial Action (RA)
493008.15	F	Fines and Penalties
493008.16	P	Program Management
493008.17	S	Potentially Responsible Party Settlements (PRP)
493008.18	M	Long-Term Monitoring (M)
493008.19	D	Remedial Design (RD)
493008.1A	B	Restoration Advisory Boards (RAB)
493008.1B	C	Technical Review Committee (TRC)
493008.1C	T	Technical Assistance for Public Participation (TAPP)
493008.1D	O	Remedial Action Operation and Maintenance (RAOP)

e. Positions 5 thru 7: Project Identification Number. Each project or site will be given a unique identification number. There will be cases when, if entered individually, the number of DSERTs sites would cause excessive administrative costs. In those cases, combine DSERTs sites as appropriate, and give the resulting project the identification number. Thus, 59 DSERTs sites on Cornhusker AAP were combined into one project resulting in one ID number and one PEAR code representing all 59 sites. *The DSERTs sites associated with the project will be listed with the PEAR Code. However, project obligations will be reported by DSERTs site to the installation.*

f. Positions 8 thru 12: Federal Facility Number. The numeric Installation Location Code for Army, Air Force and DLA is listed in the U.S. Army Command and Control Support Agency report titled "Location by ARLOC," dated May 1997, CCSA-OB Form 1.

3. The PEAR Code "TAFR00148083" represents:
- T = a Training and Doctrine Command installation
 - A = receiving funds via WAD/FAD
 - F = Fort Worth District will execute the project
 - R = RI/FS
 - 001 = project number one
 - 48083 = Ft Bliss.

MAJOR ARMY COMMAND IDENTIFICATION CODE FOR
THE INSTALLATION RESTORATION PROGRAM

<u>CODE</u>	<u>MAJOR COMMAND / AGENCY</u>
A	US ARMY MATERIEL COMMAND (AMC)
L	AMC - ARMY RESEARCH LAB (ARL)
V	AMC - AVIATION AND TROOP COMMAND (ATCOM)
G	AMC - CHEMICAL & BIOLOGICAL DEFENSE COMMAND (CBDCOM)
C	AMC - COMMUNICATION & ELECTRONICS COMMAND (CECOM)
O	AMC - INDUSTRIAL OPERATIONS COMMAND (IOC)
B	AMC - MISSILE COMMAND (MICOM)
K	AMC - TANK AUTOMOTIVE COMMAND (TACOM)
E	AMC - TEST AND EVALUATION COMMAND (TECOM)
J	AMC - SOLDIER SUPPORT COMMAND (SSCOM)
D	USA MILITARY DISTRICT OF WASHINGTON
F	USA FORCES COMMAND
H	USA MEDICAL COMMAND
I	USA INFORMATION SYSTEMS COMMAND
M	USA MILITARY TRAFFIC MANAGEMENT COMMAND
N	USA INTELLIGENCE & SECURITY COMMAND
P	USA PACIFIC COMMAND
R	USA RESERVE COMMAND
S	USA SPACE & STRATEGIC DEFENSE COMMAND
T	USA TRAINING & DOCTRINE COMMAND
W	US MILITARY ACADEMY

CUSTOMER IDENTIFICATION CODE

<u>CODE</u>	<u>MAJOR COMMAND / AGENCY</u>
A	US ARMY MATERIEL COMMAND (AMC)
L	AMC - ARMY RESEARCH LAB (ARL)
V	AMC - AVIATION AND TROOP COMMAND (ATCOM)
G	AMC - CHEMICAL & BIOLOGICAL DEFENSE COMMAND (CBDCOM)
C	AMC - COMMUNICATION & ELECTRONICS COMMAND (CECOM)
O	AMC - INDUSTRIAL OPERATIONS COMMAND (IOC)
B	AMC - MISSILE COMMAND (MICOM)
K	AMC - TANK AUTOMOTIVE COMMAND (TACOM)
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D	USA MILITARY DISTRICT OF WASHINGTON
F	USA FORCES COMMAND
H	USA MEDICAL COMMAND
I	USA INFORMATION SYSTEMS COMMAND
M	USA MILITARY TRAFFIC MANAGEMENT COMMAND
N	USA INTELLIGENCE & SECURITY COMMAND
P	USA PACIFIC COMMAND
R	USA RESERVE COMMAND
S	USA SPACE & STRATEGIC DEFENSE COMMAND
T	USA TRAINING & DOCTRINE COMMAND
W	US MILITARY ACADEMY
X	AIR FORCE
Y	DEFENSE LOGISTICS AGENCY
Z	CORPS OF ENGINEER DISTRICTS

FUNDING OBLIGATION REQUEST

Date _____
 To: _____ OffSym _____ Ph# _____
 From: _____ OffSym _____ Ph# _____
 Finc'l POC: _____ OffSym _____ Ph# _____
 Project Name: _____
 EPR #: _____ Phase: _____

Executor: USACE__ AEC__ CHPPM__ INST__ OTHER_____

<u>Funding Information</u>		<u>PEAR Code(s)</u>	<u>DSERTS #</u>	<u>Amount</u>
\$ _____	Pre-award	*	_____	\$ _____
\$ _____	In-house	*	_____	\$ _____
\$ _____	Contract	*	_____	\$ _____
\$ _____	Contr Admin-S&R	*	_____	\$ _____
\$ _____	Contr Admin-S&A	*	_____	\$ _____
\$ _____	Scoping	*	_____	\$ _____
\$ _____		*	_____	\$ _____
\$ _____	Total	*	_____	\$ _____

(Attach additional sheet if required)

__ Request for FY__ Funds for Projects Awarded Prior to CY.

__ Request for funds not in the current Obligation Plan.

__ Request to transfer funds from one site to another site.

	<u>PEAR Code(s)</u>	<u>DSERTS #</u>	<u>RRSE</u>	<u>Amount</u>
From: _____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
			Total	\$ _____
To: _____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
			Total	\$ _____

(Attach additional sheet if required)

COMMENTS

<u>APPROVAL</u>	<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>DATE</u>
Installation _____	_____	_____	_____
MACOM's MSC _____	_____	_____	_____
MACOM _____	_____	_____	_____
Date approval received at District _____	_____	_____	_____

MACOM or MSC/Installation must retain this form.

CEMP-RI

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6. Please contact Mr. Bob Ross at (202) 761-0415, or Mr. George Levar at (202) 761-4878 if you have any questions concerning these revisions.

FOR THE DIRECTOR:

encl

KISUK CHEUNG, P.E.
Acting Chief, Environmental Restoration Division
Directorate of Military Programs

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COMMANDER

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NEW ENGLAND DIVISION, ATTN: CENED-PD-M (Holtham)

NORTHWESTERN DIVISION, PORTLAND REGION, ATTN: CENWD-PM-MP (Anderson)

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LOS ANGELES DISTRICT, ATTN: CESPL-PM-M (Barnhill)

FORT WOTH DISTRICT, ATTN: CESWF-PM-J (Alverson)

TULSA DISTRICT, ATTN: CESWT-PP-E (Ragland)

FUNDING DISTRIBUTION PROCEDURES
FOR THE FY97 ARMY INSTALLTION RESTORATION PROGRAM
WITH THE US ARMY CORPS OF ENGINEERS AS EXECUTING AGENT

1. The management of the FY97 Army Installation Restoration Program (IRP) funding is being decentralized to the Army Major Commands (MACOMs) at the direction of the Army Chief of Staff for Installation Management. Each MACOM has been given the authority to distribute funds to accomplish their requirements for FY97. When the US Army Corps of Engineers (USACE) is chosen as the executing agent, funds will be provided to the executing district by either a Funding Authorization Document (FAD) through the USACE electronic transfer system or a Military Interdepartmental Purchase Request (MIPR) from the installation. Flow charts are provided at enclosures 1 that outline the process when a FAD is used as the funds distribution method. The following procedures will be used to transfer funds by FAD.

2. Program Funding Identification and Distribution

a. The installation in cooperation with their supporting USACE district Project Manager (PM), prepares the Environmental Program Requirement (EPR) (formerly the A-106/RCS-1383 reports) for each project or site identifying the funds required and the executing district.

b. The installation sends all EPRs to the MACOM (through the appropriate Major Subordinate Command for AMC) for approval and setting priorities.

c. The MACOM sends an approved list of requirements by site to US Army Environmental Center (AEC) for review and inclusion in the Annual IRP Workplan.

d. AEC consolidates the site requirements for all MACOMs into an Annual IRP Workplan. The MACOMs inform AEC of the distribution of the Annual Funding Program (AFP).

e. AEC informs ACSIM of the AFP amount who in turn informs the Army Budget Office (ABO) of the amount to be sent to either HQUSACE Resource Management Office (for transfer of funds by FAD) or the MACOM (for transfer of funds by MIPR).

f. ABO sends the AFP and allocation (usually by quarter) by FAD to the MACOMs or to HQUSACE (CERM).

3. Project Funding Distribution to the Supporting USACE District

a. The installation in cooperation with the supporting USACE district's PM, prepares an Obligation Plan by DSERTS site identifying the month or quarter of obligation (a sample is at enclosure 2).

b. The installation sends the Obligation Plan to the MACOM for approval.

c. The MACOM sends the approved Obligation Plan to the USACE Hazardous, Toxic, and Radioactive Waste Center of Expertise (HTRW-CX) Resource Management Office. Request the initial Obligation Plan be received on or about 15 September, and the quarterly updates be received five working days after the Quarterly Workplan meeting.

d. The HTRW-CX prepares a Quarterly Suballocation Work Authorization Document (WAD) built on the Obligation Plan that lists all projects (with sites identified) and corresponding funding levels to be executed by the respective executing district for the quarter. A Project Execution and Accounting Report (PEAR) location code (or commonly called a PEAR code, see encl 3) will be assigned to each project for finance and accounting tracking purposes. *For projects with multiple DSERTS sites, a single WAD/PEAR code will be assigned for the entire project. At a minimum, separate reporting by DSERT site is required for these projects. These reports must be submitted monthly to the installation and the MACOM (also to the MACOM's Major Subordinate Command as applicable). The report must identify the DSERTS site and the funding received, obligated, and expended.* These WADs are sent to the executing district. A FAD will be prepared by HQUSACE Resource Management Office (CERM) and sent to the executing district based on the WADs. The Quarterly Suballocation WAD will contain Pre-award, S&R/S&A, and In-house funds, but will not contain amounts for contract awards. Funding for contract awards will be provided to the executing district at the time of award when a negotiated amount or bid amount is known. The Funding Obligation Request form (encl 4) will be used to obtain contract award funds.

4. Project Funding Obligation

a. Project funds will be at the executing district based on the Obligation Plan and the WAD/FAD issued.

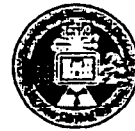
b. In order to start the project activity, the district will send a Funding Obligation Request form to the installation for approval. The district must receive approval from the installation before the district can obligate any funds.

c. The Funding Obligation Request form is available for electronic transfer via e-mail.

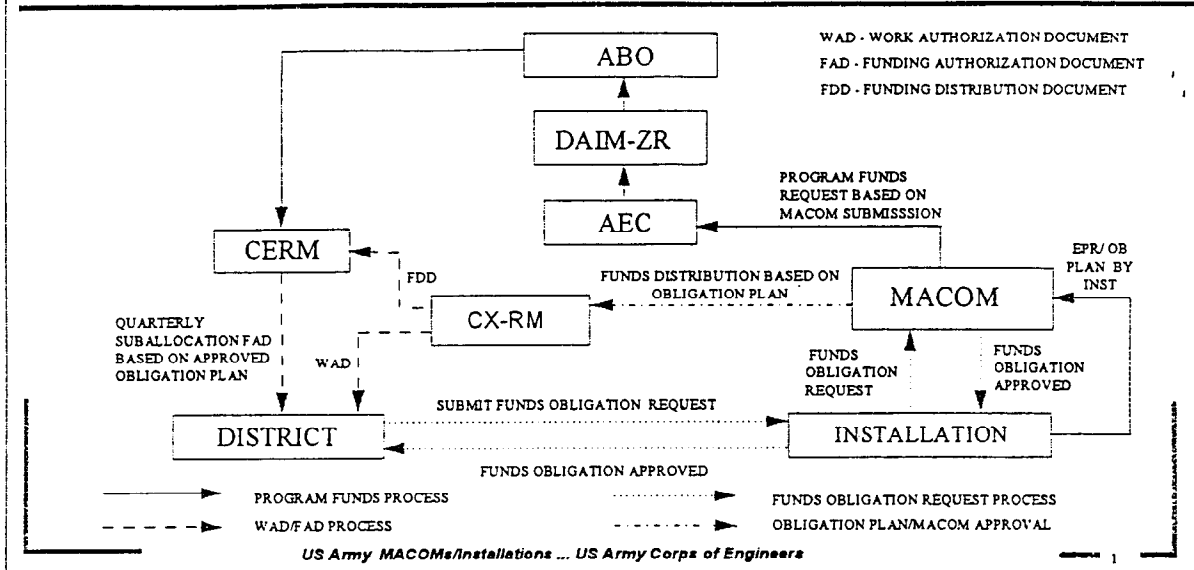
5. Reporting

a. The district's PM will supply to the installation a monthly obligation report in a format to which both have mutually agreed.

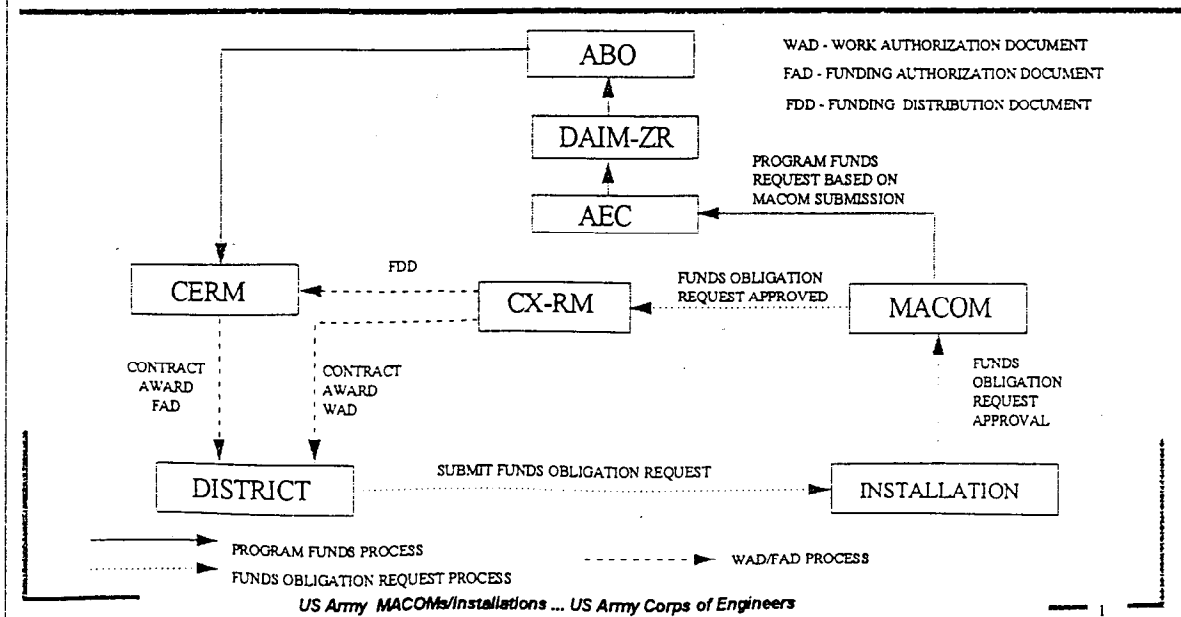
b. The MACOMs, Installations, Divisions, and Districts will have access to WAD Summary Reports (encl 5) and the Corps Environmental Restoration Finance and Execution Report (CERFER) system. The CERFER system tracks funds distributed, obligated, and expended by PEAR code. Access to the CERFER system will be via the Internet beginning 1 October 1996.



FY 97 FUNDS DISTRIBUTION QUARTERLY SUBALLOCATION TO DISTRICT BY FAD



FY97 FUNDS DISTRIBUTION CONTRACT AWARDS



PROJECT EXECUTION AND ACCOUNTING REPORT (PEAR)
(PEAR CODE)

1. The PEAR Code is a twelve position alpha-numeric code that is used for distributing and tracking funds. For FY97, the Army Installation Restoration Program must track funding by Defense Sites Environmental Restoration Tracking System (DSERTS) site rather than by project. *The PEAR Code as provided in the 10 Sep 96 memo has been rearranged to avoid conflicts with the project and location code in CEFMS. As a point of clarification, the HTRW Center of Expertise will continue issuing WADs and will develop and put the PEAR Codes on the WADs.*

2. The following definitions will be used to establish the PEAR Code. The first seven positions correspond to the Project Code and the last five positions correspond to the Location Code in CEFMS.

a. Position 1: MACOM - Example "O" for AMC - Industrial Operations Command (Attachment A).

b. Position 2: "A" - Active Military Sites.

c. Position 3: District designation for WADs.

ALPHA DISTRICT/DIVISION

H	Huntsville Engineer Support Center
K	Kansas City District
O	Omaha District
E	New England Division
B	Baltimore District
Y	New York District
N	Norfolk District
A	Alaska District
D	Seattle District
R	Louisville District
P	Pacific Ocean Division
M	Mobile District
S	Savannah District
C	Sacramento District
L	Los Angeles District
F	Ft. Worth District
T	Tulsa District

d. Position 4: Phase from the following list.

AMSCO	PHASE
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493008.11	N - Preliminary Assessment/Site Inspection (PA/SI)
493008.12	R - Remedial Investigation/Feasibility Study (RI/FS)
493008.13	I - Interim Removal Actions (IRA)
493008.14	A - Remedial Action (RA)
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493008.18	M - Long-Term Monitoring (M)
493008.19	D - Remedial Design (RD)
493008.1A	B - Restoration Advisory Boards (RAB)
493008.1B	C - Technical Review Committee (TRC)
493008.1C	T - Technical Assistance for Public Participation (TAPP)
493008.1D	O - Remedial Action Operation and Maintenance (RAOP)

e. Positions 5 thru 7: Project ID Number. Each project or site will be given an unique identification number. In certain cases, there are projects consisting of numerous DSERTS sites that would cause excessive administrative difficulties if entered as individual cost accounts. For example, Cornhusker AAP has one project with 59 DSERTS sites. Therefore, as stated previously, projects having multiple DSERTS sites will be consolidated and will have only one PEAR Code representing the project. *The DESERTS sites associated with the project will be listed on the WAD.*

f. Positions 8 thru 12: Installation Number. The numeric Army Installation Location Code as listed in the Army Command and Control Support Agency publication "CSSA-OB Form 1".

3. PEAR Code example - TAFR00148083 would be for a Training and Doctrine Command, Active Army site being done by the Fort Worth District at Ft. Bliss. This is a project with an ID # "001" and is a Remedial Investigation/Feasibility Study.

FUNDING OBLIGATION REQUEST INSTRUCTIONS

1. Date: Date the request is sent for approval.
2. To: Name, Office Symbol, and phone number of installation POC to whom the request is being sent.
3. From: Name, Office Symbol, and phone number of Project Manager sending the request.
4. Financial POC: Name, Office Symbol, and phone number of the executing agent's financial POC.
5. Project Name: Use the project name from the EPR submission. Include the EPR number and phase. A project may consist of several sites identified on the DSERTS database system.
6. *Executor: Identify the executing agent responsible for project execution.*
7. Funding Information: Enter the required amount in the appropriate category in accordance with the following definitions.

(a) Pre-award Funds (PF)- Funds required prior to contract award to prepare contract procurement package and, advertise for bid or negotiate delivery order (as appropriate) short of award for a fully funded or "Subject to Availability of Funds" (SAF) project.

(b) In-House (IH) - Funds required to execute projects by USACE personnel to include Lab QA/QC, USACE well drilling, studies, and/or designs.

(c) Contract (CA) - Amount of funds required for contract award based on either the selected bid amount or the delivery order negotiated amount, as appropriate. An individual WAD/FAD will be issued when the exact amount is known. The amount submitted on the Obligation Plan will be considered as a threshold amount.

(d) Contract Administration

(1) Supervision and Review (S&R) - Funds required for USACE personnel to monitor study or design (engineering) contracts. Includes funding for Project Management and is based on actual cost of labor.

(2) Supervision and Administration (S&A) - Funds required for USACE personnel to monitor remedial action/interim remedial action/removal action (construction) contracts. Includes funding for Project Management and is based on 8% of contract placement.

(e) Scoping (SC) - Funds required to assess lower priority projects for executability and prepare statements of work prior to elevating a project to either an SAF or fully funded status. The district's PM must coordinate with the installation prior to requesting these funds. In past workplans, a separate line item was designated as Project Development, and did not require these funds to come from the installation total program. For FY97, there are no funds set aside on a separate line item for this purpose, therefore funding for this purpose should be budgeted and placed in the Obligation Plan on a site by site basis if the requirement is known.

8. PEAR Code(s)/DSERTS #/Amount: DOD requires tracking of funds by DSERTS site, therefore PEAR codes must be assigned to each site for tracking purposes *except as noted in paragraph 3.d. of the Funding Distribution Procedures*. A project may consist of one or more DSERTS site, and funding for a project would then require more than one PEAR Code. Enter all required PEAR Codes for each project with corresponding DSERTS site number and amount. The total amount requested for the project will not exceed the totals for the consolidated sites/PEAR Codes listed.

9. Request for FY__ Funds: This form is to be used for requesting funds for modifications to contracts awarded prior to current FY. The existing policy is to request and use funds from the year the contract was awarded, if available at the time required. If the funds are not available, current year funds will be used. Contract administration funds will always come from current year funds. Place an X in the space provided to indicate this is a request for prior year funds. Identify the FY of the funds needed, and the amount. Place the amount needed for the Contract modification and Contract Administration under Funding Information.

10. Request for funds not in the current Obligation Plan: This form is to be used for requesting funds for sites not identified on the Obligation Plan. Place an X in the space provided for this request. Enter the amount needed in the appropriate category under the Funding Information. Also, identify from which PEAR Code(s) the funding is coming by entering the PEAR Code(s) under the 'Request to transfer funds from one site to another site' portion of the form.

16 Aug 1996

WORK AUTHORIZATION DOCUMENT (WAD) REPORTS

Using FTP to Retrieve IRP Report Files for MACOMs and Installations

1. If you use E-mail, you probably already have the FTP software loaded on your machine. If it is not, contact your IM office to load it on your machine. Once the FTP software is working, retrieve the IRP report files from DOS by entering the commands identified below in bold print. All the report files are ASCII text files which contain the printer codes for an HP laser jet printer. (Do not use a dot matrix printer.)
2. From the DOS prompt, make a directory and then change to the directory where you wish to save the IRP report files. If you have difficulty working in DOS, please contact your IM office for assistance.

DOS prompt: **md \<directory name>** <cr>

DOS prompt: **cd \<directory name>** <cr>

3. Log into the HTRW-CX server:

DOS/directory prompt: **ftp 155.77.112.105** <cr>

4. Enter the userid and passwork when prompted.

Userid for logging in on 155.77.112.105? **macom** <cr>

Userid for logging in as aecirp on 155.77.112.105? **Dubski8** <cr>

5. Complete the following steps after logging on:

ftp:155.77.112.105> **cd armyirp\macom** <cr>

ftp:155.77.112.105> **binary** <cr>

ftp:155.77.112.105> **mget *** <cr>

ftp:155.77.112.105> **exit** <cr>

Note: There is a limited help system on ftp. Type "help" to see a list of commands and "help <command name>" for the explanation.

6. The system returns to the DOS prompt in the directory where the files were saved. Print the files from the DOS prompt from this directory. You may either print one report file at a time or use the wildcard to print all reports by entering the desired report file name or the **wildcard** indicator where <file name> is shown below. The report files available for HQUSACE are as follows:

<u>Report</u>	<u>File Name</u>
MACOM Allocation Summary	MACALLOC
IRP Projects for MACOMs	MACOMALL
AMSCO/Phase Summary for MACOMs	MACOMAMS
Wildcard to print all reports	*.*

DOS/directory prompt: **print** <file name> **d:lpt1** <cr>

Name of list device [PRN]: <cr>

DOS/directory prompt: **exit** <cr>

Should you choose to print the file in a wordprocessor, change the left and right margins to one-quarter inch and the font to Courier New 10 point.

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